



# USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

**SOLICITATION NUMBER:** 72052021R10002  
**ISSUANCE DATE:** 11/03/2020  
**CLOSING DATE/TIME:** 11/17/2020

**SUBJECT:** Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

  
**Troy J. Tillis**  
**Supervisory Executive Officer**



**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72052021R10002
- 2. ISSUANCE DATE:** 11/03/2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 11/17/2020 before and/or on 3:00 p.m. Guatemalan local time (close of business).
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:** USAID Development Assistance Specialist (Digital Development), FSN-4005
- 6. MARKET VALUE:** Q.254,508.00 to Q.394,488.00 equivalent to CCN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years, estimated to start on (DATE).  
The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.
- 9. ELEGIBLE OFFERORS: CCN or TCN.** Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office certification.
- 11. STATEMENT OF DUTIES**

- 1. *General Statement of Purpose of the Contract.***

With the rapid adoption and proliferation of digital technology, international development programs are increasingly leveraging digital tools and approaches to assist partner countries on their journeys to self-reliance. There is widespread appreciation of the opportunities presented by the integration of digital technology into USAID's development and humanitarian assistance programming. There is also a growing recognition of the significant risks to privacy and security that digital technology can introduce.

The Digital Development Specialist (DDA) position enables USAID/Guatemala to better harness the local digital ecosystem for more effective and efficient development and humanitarian assistance programming. The DDA will be responsible for implementing the Agency's first-ever [Digital Strategy](#) in support of the Mission' by applying their digital skills and expertise to help: (1) guide Mission programming in the responsible use of digital tools and approaches and (2) support the growth of an open, inclusive, and secure local digital ecosystem. This requires considering the Mission's portfolio as a whole and providing both broad, strategic support as well as detailed, technical support in response to Mission needs.

The primary role of the Digital Development Advisor will be to lead the Mission's implementation of the Digital Strategy in the design, supervision and monitoring, evaluation, and learning (MEL) of Mission-identified USAID funded activities to use responsibly digital technology in its programming. In order to fully leverage the potential of digital tools and approaches, Digital Development Advisors must be equipped with the type of skills necessary to not only technically support these initiatives, but also to prioritize, cost, evaluate, and appropriately supervise implementation of the digital tools, methodologies and approaches. In addition, the Digital Development Advisor will be expected to act as the interlocutor between the Lab's Center for Digital Development (as the primary unit responsible for Digital Strategy implementation and compliance) and the Mission; execute and maintain a Digital Ecosystem Country Assessment (DECA); provide recommendations to technical offices on areas of opportunity for the integration of digital tools and approaches for programming; inform policy and regulation; partner and leverage existing platforms to achieve Mission digital priorities and goals; implement digital best practices; and strategically craft programming in conjunction with technical offices so as to fully benefit from the increased potential for impact and additional insights that digital development can offer.

This position is in Guatemala City, Guatemala, with backstop support from the U.S. Global Development Lab ("the Lab").

USAID/Guatemala programs are aligned with the three pillars of the United States Government Central America Strategy: security, governance and prosperity. USAID and its implementing partners work hand-in-hand with Guatemala's national, municipal and local government authorities, with civil society, the business sector and other international donors in the areas of economic growth, citizen security, justice, governance, agriculture, health and nutrition, education, environment and HIV/AIDS prevention.

The Lab is an organization established to harness science, technology, innovation and partnership and take promising innovations to global scale to significantly accelerate partner countries journeys to self-reliance. The Lab's Center for Digital Development (CDD) is built upon the idea that the work our Agency undertakes can achieve even greater impact when equipped with the appropriate digital tools and analytical support.

## 2. *Statement of Duties to be Performed*

### **Digital Strategy Implementation (40%)**

- Lead the Digital Ecosystem Country Assessment (DECA) process, with support from the Center for Digital Development, and update the assessment on a yearly basis.
- Consult with Mission staff to offer needs-based suggestions and demonstrations of utility of the Digital Strategy initiatives for improving outcomes.
- Participate in conferences, trainings, and other means of promoting, creating knowledge, and building capacity related to the responsible use of Digital Development in Guatemalan development and humanitarian assistance activities.
- Develop partnerships and network with local innovators, youth organizations, NGOs, cultural and religious organizations, the private sector, local media and academia to build and provide a space to nurture and share innovative ideas, develop the next generation of thought leaders, and build local capacity.
- Work with the Lab to provide basic training to Mission staff on Digital Development broadly and digital approaches specifically tailored to Mission needs.

### **Technical Support and Project/Program Management (30%)**

- Provide technical and organizational advisory support to Mission staff in integrating technology tools and approaches to better meet their objectives.
- Engage a wide set of stakeholders throughout the Mission as well as from intra-governmental USG partners, private sector, multilateral agencies, and foreign organizations, with respect to coordinating on integration of digital approaches and best practices.
- Convene and participate in technical meetings, consultations, and working groups with key stakeholders to address issues such as data privacy, cybersecurity, digital payments, and digital inclusion, both internally and within the wider international development community.
- Collaborate with and support related Mission projects to ensure they are reaping the benefits of digital tools and services. Coordinate and support development and testing of innovative digital products and processes to strengthen and improve efficiency and effectiveness of USAID programming, monitoring and evaluation, advocacy and communication. Provide technical support for specific digital interventions (e.g., mobile phone-based systems for real-time data collection, including negotiations with mobile network companies and other service providers).
- Understand and adhere to broader USG and USAID information technology policies to ensure compliance with existing software approvals and data/technology policies
- Identify and facilitate the use of appropriate implementing mechanisms that best meet program needs, facilitating expert guidance during the design of activities employing digital tools.

- Manage complex and innovative programs designed to foster the scientific, technical and partnership goals of the Lab and the Mission. Take actions to further program needs.
- Perform and/or evaluate data-driven analyses of project success in achieving stated goals. Identify opportunities for further improvement and take steps to make appropriate changes. Based on project activities and findings, as appropriate, identify and recommend changes to law, regulation or policy.

### **Strategic Planning and Support (30%)**

- Provide a technical perspective to ongoing Mission programming, introducing and supporting policies and processes that enable incorporation of digital tools and analytical capacity in the Mission's portfolio.
  - Work closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support. Build digital technology into requests for proposals (RFPs) and contracting language. Proactively scout for new ideas and opportunities within the local digital community, among USAID partners and externally, and include them in strategic planning for the Mission. In particular look at approaches or technologies that can be implemented in an integrated fashion across sectors or across offices.
  - Manage processes intended to identify and act upon opportunities to further define and address pressing development challenges through digital and analytical means.
  - Build collaborative relationships within the Mission, the Agency, and with implementing partners, to identify and incorporate digital solutions with relevance in the local context. Keep partners apprised of progress and critical issues. As appropriate, identify additional entities capable of adding value to the project, and seek support.
  - Identify opportunities for new external partnerships with the government, private sector, local partners and others on digital global goods, common architectures, interoperability and public use (e.g. shared shortcodes) and lead proposal and partnership development efforts in close collaboration with the Mission, and with support from the Lab where applicable.
  - Prepare and present concept papers, background analyses, and briefings to build support for the use of digital tools throughout the Mission.
3. ***Supervisory Relationship.*** The Advisor will work under the direct supervision of the Planning and Program Support Office (PPSO) Director or their designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the advisor will be required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. S/he will seek advice and assistance as required. Work is reviewed in terms of results achieved.
4. ***Supervisory Controls.*** Supervision of other PPSO or USAID/Guatemala staff is not contemplated.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- 1. EDUCATION:** A bachelor's degree in international affairs, economics, public policy, business, or a related field, is required.
- 2. PRIOR EXPERIENCE:** Minimum five years of substantive and progressively responsible experience in project management and/or advisory services related to digital development or a related field, including work with an international or donor organization, or equivalent work with a private or host-government entity is required.
- 3. LANGUAGE:** Level IV (fluent) written and spoken English language proficiency. Level IV (fluent) written and spoken Spanish language proficiency.

## **III. EVALUATION AND SELECTION FACTORS**

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

- 1. WRITTEN EXERCISE (25 PTS)**
- 2. CASE STUDY (25 PTS)**
- 3. INTERVIEW (50 PTS)**

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter. This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

**Be sure to include your name and the solicitation number at the top of each page.**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

#### IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit (1) the offer form DS-174 Application for U.S. Federal employment along with (2) a cover letter, (3) resume written in English and (4) copy of Personal Identification Document.

The DS-174 Application form can be found in:

[https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY\\_EMPLOYED\\_STAFF\\_APPLICATION\\_FORM\\_DS-174.pdf](https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf)

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) and the email subject must say: **Solicitation 72052021R10002, Development Assistance Specialist (Digital Development), CCN-PSC-10.**
6. Please submit the application only once.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. (Close of Business).

#### V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements

3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**  
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**  
Miscellaneous benefit allowance.

## **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>



**EQUAL EMPLOYMENT OPPORTUNITY:**

*The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.*

*The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**\*\*\* END OF SOLICITATION \*\*\***